

SARAWAK LAWN TENNIS ASSOCIATION (SLTA)

POLICY ON TOURNAMENT GRANTS AND CLAIMS

To ensure proper use of funds and financial accountability, all players and coaches must follow these rules:

1. Application for Grants

- Players must submit the prescribed application form to SLTA before participating in a tournament.**
- SLTA must obtain approval from SSC/MSSN, where required.**
- No grant is guaranteed until official approval is obtained.**

2. Submission of Claims

- Players must submit their completed claim forms, original receipts, and supporting documents within seven (7) days after the tournament ends.**
- Late claims will not be accepted unless an exception is approved by SLTA.**

3. Failure to Participate

- Players who fail to participate in three (3) approved tournaments without valid reasons or prior notification may be blacklisted from future grants.**
- SLTA will review each case before taking action.**

4. Checking and Approval of Claims

- Coach Stevie must check and verify all claims, receipts, and supporting documents.**
- All claims must be submitted to the President of SLTA for final approval before payment.**
- Incomplete, unsupported, or unapproved expenses may be rejected.**

5. Submission of Financial Reports

- SLTA must submit the required financial statements and supporting documents to SSC/MSSN within fourteen (14) days after the tournament ends, or by the deadline set by the funding authority, as applicable.**

6. Compliance and Accountability

- All players, coaches, and relevant personnel must strictly follow this policy.**
- False claims, misuse of funds, or failure to follow the procedures may result in rejected claims or suspension from future grants.**
- All relevant documents and receipts must be properly maintained for checking and auditing.**
- Any exception to this policy requires approval from the SLTA President or an authorised person, subject to SSC/MSSN requirements.**

All players and coaches are responsible for complying with this policy. Failure to do so may affect future grant eligibility.